



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**



Vacancy Announcement
28-2008

OPEN TO: All Interested Candidates
POSITION: Class B Cashier, FSN-07*; FP-07**
OPENING DATE: May 7, 2008
CLOSING DATE: May 21, 2008
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 654,315* (Grade 07)

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

The U.S. Embassy in Algeria is seeking an individual for the position of Class B Cashier in the Financial Management Center (FMC).

BASIC FUNCTION OF POSITION

Position serves as the Embassy's principal cashier (class B), performing the full range of cashiering services for all represented agencies (e.g. PD, FSC, State) and Mission clientele as authorized. Working full-time, the incumbent manages a cashiering program consisting of Department of State-issued financial systems, and financial records. The incumbent verifies funds control of four sub-cashiers, and maintains a significant cash advance.

A copy of the complete position description listing all duties and responsibilities is available in the Embassy's Human Resources Office.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Required Education: Completion of secondary school is required.

2. Prior Work Experience: Four years of progressively responsible work in technical accounting or bookkeeping, with at least two years performing cashiering work is required

3. Language Proficiency: Level III English (written and oral); and level IV French (written and oral) are required. An English test will be administered before the applicant may be considered for the position.

4. Other criteria: Must have strong working knowledge of 4 FAM, and applicable Federal regulations (e.g. Treasury, Dept. of State) overseeing the use of USG funds. In addition, the incumbent must possess knowledge of local regulation concerning currency controls.

5. Other Skills and Abilities: Level II typing (a minimum of 40 words per minute with a small numbers of errors), strong knowledge in the use and application of Microsoft Suite programs (e.g. Word, Excel, and Outlook), Department State cashiering and accounting systems (e.g. Win-ACS, PCC, and LANSPFMS) are required.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. EFMs who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
 - Current Resume. A current resume or curriculum vitae that provide the same information as an OF-612.
 - Letter of Interest. You must attach to the letter:
 - References: Provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
 - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
 - Copies of relevant diplomas or degrees (as required) by the position.
 - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.
 - All prospective employees must complete an Embassy application form (usually the Federal Employment OF-612, available at the HR Office).
 - Can be submitted if selected for an interview

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH AND THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: May 21, 2008

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resource Office**
Attention: Class B Cashier, Vacancy Announcement #28-2008
Point of Contact: Human Resource Office
For quickest reception fax to: 021-60-73-35
Post to: BP 408 16000 Alger Gare
E-mail to: **usembassyalgiers_app@state.gov**

Note: Only the best qualified applicants will be contacted for an interview and tested.

Drafted: KHadj-Arab
Cleared: BFrankfather
Approved: KHogan-Lahmar